

**ARKANSAS IMAGINATION LIBRARY
AFFILIATE WELLNESS CHECKLIST**



Arkansas

Nonprofit Governance

Do you have the following documents on file? (Check all that apply.)

- By-laws
- Articles of Incorporation
- Memorandum of Agreement with Dollywood Foundation
- IRS determination letter
- Secretary of State corporate filing
- Most recent audit
- Most recent Form 990
- List of board members, roles, and terms
- 2020 organizational budget
- 2019 end-of-year profit and loss statement and/or bank/investment statements

Financial Health (Check all that apply.)

- Do you have the ability to make or receive ACH electronic payments?
- Do you currently make electronic payments to the Dollywood Foundation?
- Do you have a list of grants your organization has received?
- Do you have a list of donors that have contributed to your organization?
- Do you publish an Annual Report?

Fundraising (Check all that apply.)

- Do you have an advisory board or committee that is active in fundraising?
- Do you have a fundraising plan for 2020?
If yes, which funding sources are part of your fundraising plan?
Check all that apply:
 - Fundraising event(s): _____
 - Grants from foundations, corporations, or organizations
 - Support from school districts
 - Donations from private businesses
 - Donations from civic organizations (Rotary, Kiwanis, Lions Club, etc.)
 - Support from libraries / Friends of the Library groups
 - Other funding sources: _____

How do you recognize donors who give to your organization?

What type(s) of support do you need from ARIL to assist you with your fundraising efforts?

Enrollment in Dolly Parton's Imagination Library

- Do you plan to increase DPIL enrollment in your coverage area in 2020?
If yes, approximately what percentage of growth do you plan to take on in 2020?
 1 – 10% 11 – 20% 21 – 30% Other: ____%

What strategies or new partnerships do you plan to use to grow your enrollment in 2020?

What type(s) of assistance would you like to have from ARIL to support your efforts to increase enrollment in 2020?

Book Order System (BOS) Management (Check all that apply.)

- Is your affiliate contact information updated on your outward facing website?
 - Do you utilize the monthly donor recognition tool for return addresses?
- What tools do you need or what do you need to learn to use the BOS more effectively?

**Thank you for your time. If you have any questions, contact Brooke Bridges at:
(501) 269-9097 or email brooke@arimaginationlibrary.org.**